



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

800 Governors Drive
Pierre, SD 57501-2235
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www.doe.sd.gov

TO: Authorized Representatives
Special Milk Program

FR: Sandra Kangas, Supervisor
Child & Adult Nutrition Services

DT: July 2, 2009

RE: Combined Application for Child Nutrition Programs

The combined application (Part 1) is the same for all agencies, regardless of the number of programs in which the agency participates. This cover letter is modified to discuss those policies and procedures that apply only to Special Milk Program.

The application for child nutrition programs is enclosed. The application packet can be submitted at any time. Applications cover the period October 1 – September 30. If additional copies are needed or the agency desires to participate in additional programs, please contact the secretary at 773-3413 and she will mail the additional sections. These are also available on the Department of Education - Child & Adult Nutrition Services website.

Instructions for all sections are included on colored pages when mailed. All agreement packets are available on the website in the specific program's section at <http://doe.sd.gov/oess/cans/index.asp>. Read these carefully before beginning.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office. The application can be downloaded and completed on your computer. Submit the completed application by mail because it requires an original signature or, if your agency has the capability, it can have an electronic signature.

Complete and submit parts 2 and 3. Only one copy of part 2 needs to be submitted. Part 3 will need to be submitted for each attendance center unless all or a combination are in one building.

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Child and Adult Nutrition Services - DOE

Website: <http://doe.sd.gov/oess/cans/index.asp>

USDA is an equal opportunity provider and employer

The narratives, Programs agreement (Part 4), Food Distribution Program agreement (Part 5 – NA for Special Milk Programs), and a Policy Statement (Part 6) need to be kept on file. Signature on Part 1 indicates agreement and acceptance of the agreements, attachments, and policies and procedures.

Reimbursement for milk will be allowed as the Application is approved. If you have questions understanding or completing the Application, please contact a child nutrition program specialist from this office.

If any changes to the Application or Agreement or personnel changes are made during the year, the authorized representative must submit the changes in writing. Agencies must be licensed or accredited, as appropriate, to participate.

Record Retention - All Programs: The agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.

Information and guidance on determining eligibility and verification, site monitoring, verification, appeal procedures, and school lunch edit checks can be found in the USDA and State Guidance Manuals for each program and the state numbered memos. The numbered memos are also available on the CANS website in the appropriate program section at doe.sd.gov/oess/cans/index.asp.

Audit statements are due March 31 for most agencies or 9 months after the end of the agency's fiscal year. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided. If staff members are away when you call, a message can be left on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail. The staff listing and claim due dates are on the next page and may be copied and placed in a directory for quick reference.

Child & Adult Nutrition Services - DOE
800 Governors Drive, Pierre, SD 57501-2235

fax: 605-773-6846

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| Marlyce Micklos (NSLP) marlyce.micklos@state.sd.us | 773-3610 | Combined Application, NSLP/SBP/SMP Sections, Operating Procedures, Meal Counts, Applications for Free and Reduced Price Meals/Free Milk, Special Provisions. |
| Jean Schuurmans (NSLP) jean.schuurmans@state.sd.us | 773-6026 | |
| Melissa Halling (CACFP) melissa.halling@state.sd.us | 773-3566 | Combined application for CACFP sections, Meal Benefit Applications, Operating Procedures. |
| Janelle Peterson (NSLP/CACFP) Janelle.peterson@state.sd.us | 280-4278 | Technical Assistance, Fresh Fruits & Vegetables, and Child Nutrition Institute |
| Cassandra Pope cassandra.pope@state.sd.us | 773-3110 | SFSP Applications and Procedures Processed Commodities |
| Amy Richards amy.richards@state.sd.us | 773-4718 | Nutrition Education, Team Nutrition, Special Diets |
| Elaine Scott elaine.scott@state.sd.us | 773-3110 | Processing Contracts, Donated Food, Commodity Orders and Receipts |
| Lynette Thum Lynette.thum@state.sd.us | 773-4353 | Commodity Orders and Receipts |
| Shar Venjohn shar.venjohn@state.sd.us | 773-3413 | Additional Program Application Sections, direct questions |
| Sandra Kangas sandra.kangas@state.sd.us | 773-4746 | General Program Questions, Food Service Management Company Contracts, Special Provisions |

Office of Finance and Management - DOE
700 Governors Drive, Pierre, SD 57510-2291

fax: 605-773-6139

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| Cody Stoeser Cody.stoeser@state.sd.us | 773-3456 | Reimbursement Procedures, Financial Statements, Special Provisions |
| Laurie Schumacher laurie.schumacher@state.sd.us | 773-3349 | Claims for Reimbursement |

Claim due dates for 2008-09. When the due date falls on a weekend or holiday, the claim is due the following business day.

| Claim Month: | Due Date | (60 days) Final Deadline | (90 days) Upward Revisions Due |
|--------------|----------|-----------------------------|-----------------------------------|
| July | Aug 10 | Sept 29 | Oct 29 |
| August | Sep 10 | Oct 30 | Nov 29 |
| September | Oct 10 | Nov 29 | Dec 29 |
| October | Nov 10 | Dec 30 | Jan 29 |
| November | Dec 10 | Jan 29 | Feb 28 |
| December | Jan 10 | Mar 1 | Mar 31 |
| January | Feb 10 | Apr 1 | May 1 |
| February | Mar 10 | Apr 29 | May 29 |
| March | Apr 10 | May 30 | Jun 29 |
| April | May 10 | Jun 29 | Jul 29 |
| May | Jun 10 | Jul 30 | Aug 29 |
| June | Jul 10 | Aug 29 | Sep 28 |